

Morale, Welfare & Recreation Department
Carr Creek Marina
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Naval Support Activity Annapolis, MD
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Manager Brandt Rodey



From: Installation Program Director, Morale, Welfare, and Recreation (MWR)

Subject: Storage of Privately Owned Vessels John L. Dunning Memorial Slip Facility, Mill Creek

Encl: 1. Mill Creek Pier Slip Application
2. Customer Information Form
3. Sample Contract
4. Mill Creek Slip Facility Rules
5. SOP and facility rules acknowledgement form

1. Purpose.

This SOP establishes guidance, prescribes procedures and assigns responsibilities governing the use of Morale, Welfare and Recreation Boat Slip Facility.

2. Reference.

CNICINST 1710.11c, section 18-9, Marina Operation.

3. Discussion:

Per reference 1-2, the primary purpose of the marina program is to meet the recreational boating needs of active duty personnel and their family members.

4. PATRON PRIORITY.

The patron eligibility criterion determines access to marina programs and services. Once patron priority is established, use of marina programs is on a first-come / first-served basis. If marina facilities cannot accommodate all authorized patrons, the priorities for use will be as shown below.

- a. Active duty personnel and foreign military officers.
- b. Delayed entry personnel.

- c. Members of reserve components (Ready Reserve and National Guard on active orders; Reservists in training), other uniformed services.
- d. Retired military personnel, others separated from the Armed Forces.
- e. Former and/or surviving spouses and family members.
- f. DoD civilian employees.
- g. DoD contractors.
- h. Other supporters of DoD (Federal Agencies, Foreign Military Service, etc). Other requests will be determined on a case by case basis by MWR IPD.

5. PROCEDURES.

- a. All authorized personnel desiring slip rental services will complete a Mill Creek Pier Slip Application, encl (1) and return it in accordance with instructions to the marina manager, Carr Creek Marina.
- b. Applicants must use a pen/ink to complete the form and ensure it is signed and dated. The marina manager will, on receipt, date stamp the application.
- c. Applicants must keep information on their applications current so that the marina manager can offer slips via email as they become available. A response to the marina manager in writing is required within 3 days of the date of an emailed slip offer.
- d. Within 10 days of the offer date, confirmation of acceptance by signing a slip rental contract is required. Contract is not in effect until compliance with all other prerequisites is met, which are:
 - (1) All information requested in the Customer Information Form is furnished annually.
 - (2) Acknowledgement of SOP and Mill Creek Slip Facility Rules is provided
 - (3) Proof of status is shown annually.
 - (4) Current vessel registration and insurance information as needed.
 - (5) Payment of invoiced slip rental annually or monthly billing initiated
- e. Slip applications will be received continuously and a wait list of all applicants by status category will be maintained at Carr Creek Marina so applicants will be able to ascertain their position on the list.
- f. The marina manager will grant personnel on the waiting list who accept the assignment after 30 June of each calendar year an additional one year beyond the 31 March expiration date. Example: Expiration date for slips assigned after 30 June will be 31 March of the following year (i.e., an “automatic” 21 month rental).
- g. If there are slip spaces available, and as applicant categories are exhausted, the marina manager will select the first named person in the next category wait list to offer a slip to, provided that as a

previous level of category wait lists are populated and clause (f) above is applied or other slip spaces become available, offers of slips revert to those in that priority wait list.

- h. The slip contract full year will run from 01 April to 31 March of the following year. Active Duty personnel may automatically renew their slip contract by making payment for the oncoming year prior to 31 March of that contract year and comply with (d) (1), (3) and (4)
- i. **Slip renewals**
 - a. Will be sent out 2 months prior to renewal date.
 - b. Notice must be given 1 month prior to renewal either accepting or declining the slip.
 - c. All documents must be supplied 15 days before renewal date.
 - d. Failure to comply with steps i(b) and i(c) will be interpreted as not renewing the slip and it will be offered to the next patron on the waitlist
- j. Slip accounts that become delinquent will be managed in accordance with procedures specified in Morale, Welfare and Recreation Department SOP for Marina Contract and Billing Procedures. The marina manager will document all attempts to notify slip occupants in customer files by use of pen/ink and initials.
- k. Mill Creek Pier customers may choose to dry store their boats during the period October through March at additional storage cost.
- l. Contracted slip occupants may terminate their rental agreement at any time with a written signed termination notice to the marina at least thirty days prior to the date of termination. The marina will hold customers responsible for rental charges accrued to their account up to the date the boat is removed, or for thirty days after notification, whichever is later.
- m. Refunds will be made a pro rata basis.
- n. The fee structure for slips at Mill Creek Pier is established by which ever is greater, the length of the slip or the length of the boat.
- o. Since there are not enough dockboxes for each slip to have exclusive use of the box at each slip, they will be shared with the slip across the dock from its location. Tenants may provide their own dockbox with written approval from the marina manager.
- p. The pumpout is for slipholders only and will be operated by marina staff at dates and times of their posting per base commander.
- q. The installation Commanding Officer has the authority to cancel or renew all contracts at the convenience of the Navy.

- 6. This SOP is effective immediately for Mill Creek Pier (John L. Dunning Memorial Pier). Point of contact in this matter is, Brandt Rodey, Manager Carr Creek Marina, NSA Annapolis. 410-293-3731.

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MWR Marina SOP acknowledgement of receiving and acceptance

-I have received the MWR Marinas SOP for the appropriate storage for which I am contracted.

Name(s)

Signature(s)

Date
